

Franklin County Policies and Definitions	Subject: Managing for Results Policy Guidelines Issue Date: 04/03 Title: Policy Guidelines for Position Control Services
Revised:	Initiating Department: Office of Management and Budget

A. Background

Effective January 1, 2003 all Franklin County government organizations are required to report staffing additions and adjustments through the MUNIS Position Control (MPC) system. This document addresses the policies and procedures associated with this requirement.

B. Purpose

To provide position control services to county organizations so they can flexibly manage staffing levels within the constraints set by Personal Services and Fringe Benefits appropriations. Franklin County's MFR Initiative provides for developing and maintaining a more responsive and accountable government for its citizens.

C. Policy Guidelines for Position Control Services

1. Changes to MUNIS Position Control (MPC) that are not authorized by a resolution passed by the Board of Commissioners must be budget neutral. For purposes of this policy, budget neutrality means that the net change in the Personal Services and Fringe Benefits budget is less than or equal to zero on an annual basis.
2. Positions can be added to MUNIS Position Control (MPC) under the following circumstances:
 - a. A resolution is passed by the Board of Commissioners authorizing expanded staffing and the associated increase in Personal Services and Fringe Benefits appropriations; OR,
 - b. Adjustments are made to existing positions to maintain budget neutrality.
3. The job class of existing positions can be upgraded in MPC under the following circumstances:
 - a. A resolution is passed by the Board of Commissioners authorizing upgrades to the job class(es) of existing staff, and the associated increase in Personal Services and Fringe Benefits appropriations; OR,
 - b. Adjustments are made to other existing positions to maintain budget neutrality.
4. The FTE percentage of existing positions can be increased in MPC under the following circumstances:
 - a. A resolution is passed by the Board of Commissioners authorizing an increase in FTE staffing and the associated increase in Personal Services and Fringe Benefits appropriations; OR,
 - b. Adjustments are made to other existing positions to maintain budget neutrality.
5. For organizations under the management authority of the Board of Commissioners, requests to change the MPC information referred to in this policy must follow procedures established by the Human Resources Department.
6. All requests to change the MPC information referred to in this policy must follow procedures established by the Auditor's Office.
7. Organizations requesting changes to MPC under the provisions of 2b, 3b, and 4b are responsible for insuring that such changes are budget neutral.
8. The Office of Management and Budget is responsible for monitoring compliance with the budget neutrality requirements of this policy.

D. Procedures

1. For organizations under the management authority of the Board of Commissioners, requests to change MUNIS Position Control (MPC) must first be coordinated with your Personnel Officer in the Human Resources Department.
2. Procedures for requesting MPC changes through the Auditor's Office can be obtained by contacting the Payroll Supervisor in the Auditor's Office. Refer to attached PCN Request Form.
3. Requests to change MPC information pursuant to policies 2a, 3a, and 4a will follow Office of Management and Budget (OMB) Procedures for Requesting Budget Adjustment/Fund Transfer Resolutions.
4. OMB recommends that organizations requesting updates to MPC under policies 2b, 3b, and 4b conduct an analysis similar to the attached. This will help determine if desired changes are budget neutral.
5. OMB will monitor compliance with the budget neutrality requirements of this policy as follows:
 - a. When monthly payroll forecasts indicate that an organization may exceed current Personal Services and Fringe Benefits appropriations, MPC may be reviewed to determine if budget neutrality has been maintained. If budget neutrality has been violated, OMB will not recommend supplemental appropriations to support unauthorized increases in payroll-related expenses.
 - b. When MPC information is transferred to the BRASS Salary and Benefits Forecasting System (SBFS), total salaries and fringe benefits calculated by SBFS (prior to applying salary increases and benefit rate adjustments) will be compared to current Personal Services and Fringe Benefits appropriations. If the SBFS calculations based on current MPC information shows estimated expenses in excess of current appropriations, OMB will recommend (as part of the annual budget process) that the budget be adjusted and/or salary increases be reduced to compensate for any MPC changes that did not preserve budget neutrality.

E. Examples of Budget Neutrality Calculations and PCN Action Request Form follow

Budget Neutrality Calculations for Changes to MUNIS Position Control

	Job Class	Current FTE%	New FTE %	Salary Budget	PERS Budget	Health Ins. Budget	Medicare Budget	Other Budget	Total Budget
New Positions									
111010	AG01	0%	100%	\$30,000	\$4,065	\$7,104	\$435	\$0	\$41,604
111020	AG01	0%	100%	\$30,000	\$4,065	\$7,104	\$435	\$0	\$41,604
111030	AG01	0%	100%	\$30,000	\$4,065	\$7,104	\$435	\$0	\$41,604
Change Positions									
110001	AG02	100%	50%	-\$25,000	-\$3,388	-\$7,104	-\$363	\$0	-\$35,854
110002	AG02	100%	50%	-\$25,000	-\$3,388	-\$7,104	-\$363	\$0	-\$35,854
Inactivate Positions									
111099	AG03	100%	0%	-\$70,000	-\$9,485	-\$7,104	-\$1,015	\$0	-\$87,604
NET BUDGET IMPACT									-\$34,500

- The first column of this worksheet identifies the “Action” and Position Control Numbers (PCN) associated with each request to adjust MPC information. The “Action” categories correspond to those identified by the Auditor’s Office in the attached form (an electronic copy of this form is available from the Auditor’s Office Payroll Supervisor). New Positions is the action associated with adding new positions to MPC. Change Positions is the action associated with updating FTE percentages or job classes in MPC. Inactivate Positions is the action associated with removing positions from payroll. In the example, three new PCNs are being added to MPC, 2 positions are being changed, and 1 position is being inactivated.
- The second column identifies the MPC Job Class to be associated with new positions, or the MPC Job Class associated with existing positions.
- The Current FTE% identifies the full time equivalency of positions in MPC. For new positions, this will always be zero percent. For existing positions, this will match the FTE% currently listed in MPC.
- New FTE% identifies the full time equivalency requested for MPC adjustments. In the example, 3 new full time positions are being added to MPC, 2 existing positions are being reduced from full time to half time, and 1 full time position is being inactivated (with a New FTE% of zero).
- Salary Budget identifies the impact on the annual Personal Services budget associated with the MPC adjustments. In the example, 3 new positions are being added at a planned annual salary of \$30,000; 2 current full time positions at a \$50,000 annual salary are being reduced to half time, for a \$25,000 reduction in the annual Personal Services budget (per position); and one position at a \$70,000 annual salary is being inactivated, for a \$70,000 reduction in the annual Personal Services budget.
- PERS Budget identifies the impact on the annual Fringe Benefits (PERS part) budget associated with the MPC adjustments. In the example, 3 new positions are being added at a planned annual PERS contribution of \$4,065; 2 current full time positions are being reduced to half time, for a \$3,388 reduction in the annual PERS contribution (per position); and one position is being inactivated, for a \$9,485 reduction in the annual PERS contribution.
- Health Ins. Budget identifies the impact on the annual Fringe Benefits (Health Insurance part) budget associated with the MPC adjustments. In the example, 3 new positions are being added at a planned annual benefit of \$7,104 (the current per employee charge for County Health Insurance); 2 current full time positions are being reduced to half time, for a \$7,104 reduction in the annual benefit (per position); and one position is being inactivated, for a \$7,104 reduction in the annual benefit.
- Medicare Budget identifies the impact on the annual Fringe Benefits (Medicare part) budget associated with the adjustments. In the example, 3 new positions are being added at a planned annual Medicare tax of \$435 per position; 2 current full time positions are being reduced to half time, for a \$363 reduction in the annual tax (per position); and one position is being inactivated, for a \$1,015 reduction in the annual tax.
- Other Budget identifies other Personal Services and/or Fringe Benefits impacts associated with the adjustments.
- Total Budget identifies the sum of impacts identified for each PCN affected by MPC adjustments. In the example, the 3 new positions have a total estimated impact of \$41,604 per year per position, the 2 changed positions a -\$35,854 per year per position, and the 1 inactivated position a -\$87,604 impact. The total estimated impact of the adjustments is -\$34,500, which is budget neutral under the terms of this policy.

